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22 June 2010

## Officer in Residence Program Prepublication Review Guidance

### Officer-in-Residence (OIR) Program

Recognizing the need for an OIR to exercise a reasonable amount of academic freedom in his/her position, and acknowledging CSI's overall management and oversight of the OIR Program, prepublication review **is not required** for manuscripts intended exclusively for classroom use. Such use includes these scenarios:

1. Courses taught by the OIR at the assigned university.
2. Courses taught by the OIR as a guest lecturer at the assigned university.
3. Presentations to students and faculty of the assigned university where no outsiders or media are expected or allowed to attend.

Prepublication review **is required** for manuscripts intended for use outside the assigned university (even if for a university-sponsored event or part of OIR outreach efforts). If prepublication review is required, the standard review process is followed for a nonofficial manuscript to include tasking of home office supervisor and the submission of an Outside Activity Approval Request (Form 879) to the Office of Security.

**PUBLICATION:** Communicating information to, or sharing information with, others – including, but not limited to, books, speeches, presentations, academic papers, teaching materials, articles, op-eds, book reviews, pamphlets, slides, screenplays, outlines of oral presentations, Internet material, blog postings, fictional works, maps, photographs, and videos.

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**SUBMISSION CRITERIA:** A publication requires submission to the Publications Review Board (PRB) for prepublication review if it mentions CIA, or intelligence data or activities, or material on any subject about which you had access to classified information in the course of your employment or other contact with the Agency. Please submit manuscripts as a single attachment to , provide the name of your home office supervisor (if not under cover), your daytime phone number, and a “due date” for the PRB’s response. If in doubt about whether or not you are required to submit a manuscript, please contact the PRB at

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**NOTE:** If any of the submission criteria mentioned above are met, prepublication review is required for any written materials. Even if no written materials are prepared, you are obligated to submit to the PRB a summary or outline of the topics likely to be discussed and points to be made. If you know of any specific questions beforehand, you need to provide the questions along with your anticipated answers.

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